



CHRISTIAN SANTOS

Contact

Abu Hamour, Doha Qatar

+974 7210 2360

christianbolonos@gmail.com

Skills

- Computer Literate
- Computer Hardware
- HTML
- MySQL
- C++
- Web Designer
- IoT-Based Projects
- Arduino Uno

Education

• **Secondary Level (Senior)**
Grade 11-12
June 2018 - March 2020
System Plus College Foundation

• **Tertiary Level**
Bachelor of Science in
Information Technology
August 2020 - August 2024
Don Honorio Ventura State University

About Me

Highly motivated and detail-oriented recent graduate with a Bachelor's degree in IT. Strong analytical skills and a solid foundation in IT gained through coursework and internships. Seeking an entry-level IT or Admin position to leverage academic knowledge and internship experience for organizational success.

Personal Details

Date of Birth: December 21, 2001

Civil Status: Single

Visa Status: Working Visa (transferable)

Notice: Can join immediately

Experience

Admin Coordinator and Document Controller
(December 2019 - 2024)

Z Real Estate (Pampanga, Philippines)

- Assisted prospective tenants to view the company's vacant apartment or condo.
- Preparing contracts and getting signature on it by both parties.
- Communicating with tenants for any concern.
- Communicating with admin building for the procedure of checking in and check out.
- Responsible for the timely, accurate and efficient preparation and management of documents.
- Monitoring incoming and outgoing documents of the company.

Training

- **2nd Arcen Clark Air Base**
On-The-Job Training
2nd Air Reserve Center, Clark Air Base,
Mabalacat City, Pampanga
January 15-31, 2020
- **Geopro Global Solutions Inc.**
Student Intern
Phyton Developer: Django Web Framework
Clark Freeport Zone, Pampanga
February 5, 2024 - May 15, 2024